

OLC # 78-5409/3

19 October 1978

MEMORANDUM FOR: Deputy Director for Administration  
Deputy Director for Operations  
Deputy Director for National Foreign Assessment  
Deputy Director for Science and Technology  
General Counsel  
Legislative Counsel  
Comptroller  
Inspector General  
Director, Public Affairs  
Director, EEO

FROM: Deputy Director of Central Intelligence

SUBJECT: CIA Goals Meetings

As you know, the DCI decided [redacted] to continue our CIA Goals discussion in more depth in a series of quarterly meetings. I have met with DDS&T on 17 October and would like to use that meeting as a general model for the remainder of this quarter. Attached is the DDS&T format for the agenda which I would like to use for your meetings. Your office/division chiefs are also invited to participate.

STAT

In addition, I would like each of you to add one additional goal for discussion at your meeting: progress towards implementing the changes in CIA Personnel Management policies and procedures. Following is the schedule for meetings for this quarter:

9 November 1978 -- NFAC -- 1030-1200  
21 November 1978 -- DDO -- 1000-1130  
5 December 1978 -- DDA -- 1000-1130  
14 December 1978 -- Public Affairs -- 1000-1100

25X1

[REDACTED]  
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Other staff offices will be scheduled as necessary and appropriate. Vince Puritano will discuss further details with you before your scheduled meeting.

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[REDACTED]  
Frank C. Carlucci

cc: DCI  
Attachment:  
Suggested Agenda Format

25X1

[REDACTED]  
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Agenda for DDCI Goals Meeting  
DATE

1. GOAL: (One sentence explanation of goal)  
PRESENTER: (Name and title of division chief/office head who will lead the discussion)  
PROGRESS TO DATE: (2-3 sentence explanation of program and/or issue in your area that you would like to discuss with the DDCI)  
MILESTONES: (Brief explanation of action and date by which it will be completed, e.g.,
  - Complete FY-78 program actions (approx. date)
  - Initiate FY-79 program execution (approx. date)
  - Defend FY-80 program to OMB (approx. date)
  - Initiate FY-81 program formulation (approx. date)
  - Complete FY-81 program formulation (approx. date)

2. (REPEAT FORMAT AS ABOVE)

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